

References

- Blicq, R. & Moretto, L. (2004). *Technically-write!* 6th ed. Upper Saddle River, N.J.: Pearson Education. Chapter 4: Short, informal reports; Chapter 5: Longer informal and semi-formal reports; Chapter 6: Formal reports.
- Daniel, C. (2012). *Reader-friendly reports: a no-nonsense guide to effective writing for MBAs, consultants and other professionals*. New York: McGraw-Hill.
- De Luca, R. & Annals, A. (2006). *Writing that works: a guide for tertiary students*. 2nd ed. Auckland, N. Z.: Pearson Education New Zealand.
- Emerson, L. (2009). Reports. In her *Writing guidelines for business students*. 4th ed. South Melbourne, Vic.: Cengage Learning, p. 34-54.
- Eunson, B. (1994). *Writing and presenting reports*. Sydney: Wiley.
- Forsyth, P. (2010). *How to write reports, and proposals*. 2nd rev. ed. London: Kogan Page.
- Lerner, M. (2001). *Writing smart: your guide to great writing*. 2nd rev. ed. Auckland, N.Z.: Random House.
- Magdalinski, T. (2013). *Study skills for sports studies*. Abingdon, Oxon.: Routledge. Chapter 7: Academic writing: how to write reports.
- Publication manual of the American Psychological Association*. (2010). 6th ed. Washing, DC: APA.